



JOB ADVERTISEMENT

Job title:	Intern - Western Region
Programme/Dept.:	Regional Office (Advocacy & Legal Advice Centers)
Reports to:	Project Officer, in their absence, the Regional Coordinator
Supervision:	None
Duty Station:	Western Regional Office- Kisumu, with regular travel to the field
Duration:	3 months, with a possible extension to 6 months

JOB SUMMARY

Transparency International Kenya (TI-Kenya) is an autonomous chapter in the Transparency International movement, a non-partisan global coalition of like-minded individuals and organizations against corruption with which we share knowledge and exchange ideas for the greater good of Kenya.

TI-Kenya has established Regional Offices in Kisumu, Eldoret, Mombasa and Nairobi to enhance its presence and impact in these regions. The Regional Offices incorporate the Advocacy and Legal Advice Centres (ALACs) established in collaboration with partners as a strategic initiative aimed at empowering citizens to actively participate in the fight against corruption and demand for accountability.

JOB PURPOSE

Under the guidance and supervision of the Project Officer, the Intern will be responsible for offering support to the Western Regional Office to ensure the successful implementation of the projects and assisting in logistical tasks, data collection and documentation; mostly done in collaboration with partners and or stakeholders in the region.

DUTIES AND RESPONSIBILITIES

More specifically, the intern shall provide programme support including involving but not limited to the following duties:

1. Provide logistical and administrative support in preparation of all project activities including advocacy meetings, workshops and public forums, and ensuring production and or documentation of activity reports and minutes;
2. Provide support in documenting legal aid cases in the office for walk-in and call-in clients;

3. Assist in project documentation including maintaining a photo database for all activities and ensuring a comprehensive record of all undertakings (including documents, minutes and reports;
4. Conduct research on budget advocacy, public finance management and inclusion of marginalized groups in decision making processes;
5. Represent the Western Regional Office in partner engagements when required;
6. Provide support in maintaining an active presence on social media in line with the organisation's social media policy and guidelines;
7. Provide support for the TI-Kenya website and other online updates by highlighting the activities of the regional office.

QUALIFICATIONS

- Minimum of a Bachelors' Degree in the following disciplines; Social Science, Political Science, Law, Public Policy, International Relations, Economics, Development studies or any other related qualification from a recognized institution;
- Familiarity with basic computer packages and understanding of data entry;
- At least 6 months' experience in project management, community mobilization and interest in anti-corruption sector will be an added advantage.

COMPETENCIES

- A person of high integrity that will model TI-Kenya's core values;
- A strong commitment to the aims, objectives, and values of TI-Kenya;
- Good communication, and presentation skills – verbal and written;
- Good interpersonal/relational skills;
- Good appreciation of advocacy and community engagement
- Shown merit in work performance and results;
- Good report writing skills;
- Ability to multi-task, work within given deadlines/schedules and attention to detail;
- Good analytical and organizational skills.
- Good knowledge of TI-Kenya and the environment in which it operates.
- Demonstrated professional use of social media (Twitter, Facebook among others);
- Must be able to read, write and speak English and Kiswahili fluently;
- Knowledge of Kenya's governance systems, institutions, and their decision-making procedures;
- Ability to productively interact with different stakeholders and citizens to advance TI-Kenya work;
- Good analytical and project administration skills;
- Ability and experience to conceptualize, implement and evaluate governance and policy programmes;
- A good appreciation of advocacy and community engagement.



HOW TO APPLY

Interested and qualified candidates MUST complete the questionnaire by clicking the link: <https://forms.office.com/e/AMRwfdtzXj> Further instructions include submitting one properly labelled PDF document as an attachment (combining the application letter and CV with at least three professional referees) via email to hr@tikenya.org. Please include the reference **Intern-Western Region** as the subject of your email applications. Do not attach your testimonials or certificates. **The deadline for application is Friday, 17th March 2023 at 5.00PM**

TI-Kenya holds strict safeguarding principles and a zero-tolerance policy towards all forms of Sexual Exploitation, Harassment and Abuse (SEAH) in the workplace and other places where the organization's activities are rendered. The organisation has strict policies which outline the expected behavior, code of conduct and responsibility of all persons acting on behalf of TI-Kenya, including policies to safeguard children and vulnerable adults. If selected, we will perform a background check on you and request that you submit a police certificate of good conduct.

All qualified applicants will receive equal consideration for employment without regard to ethnicity, race, color, religion, national origin, age, disability, marital status, or any other characteristic that has no bearing on the ability to perform the required job duties. Qualified female candidates are strongly encouraged to apply. Due to the high volume of applications, we receive, only shortlisted candidates who qualify to the next recruitment stage will be contacted.

Disclaimer: Please note that TI-Kenya does not charge a fee at any stage of its recruitment process and we do not recruit through recruitment agents